

OCPI Priority Position Needs

Version: 10/20/16

1. Digital Engagement Specialist/Media Officer* (GS-13)

- Implements the Region's communication strategy across digital platforms
- Designs and distributes digital content
- Independently manages targeted digital outreach campaigns
- Multi-media, social media and infographics design, including video / audio edition and broadcast products
- Manages the Region's Internet / Intranet content and design aspects
- Travels with Regional leadership to capture and distribute digital media products (time critical or immediate)
- Evaluates web and SM analytics
- Liaison with Media team for press releases from field

2. MT- Second Community Involvement Coordinator (GS 12-13)

- At Least 5 major MT sites (Libby, CFAC, Smurfit Stone, Butte and others) in need of CI support
- Emergency response support
- Social and traditional media support
- Liaison with Media team for press releases from field
- Comm Strats and Crisis Communications

3. Operations/Communications Planner* (GS 9/11/12)

- Develops and coordinates the Regional Communication Strategy and Operational Plans to support EPA and leadership communication objectives
- Manages the Regions communication strategy working group (integrating digital/social media, outreach, key leader engagements, internal information, and media operations)
- Services as led crisis communication planner or operations officer
- Maintains the Region's operational and crisis communication plans and resource distribution
- Maintains
- Evaluates the Regions communication goals/objectives using quantitative analysis

4. Non-SF Community Involvement/Outreach Lead*

- Includes increased regional
- Community involvement, coordination and outreach for NSF programs
- Support for non-SF MT sites
- Tribal outreach
- Stakeholder interaction
- Messaging creativity including multimedia, videos

5. Jr. Congressional/Intergovernmental Liaison*

Andrew's edits

- Assists with the development of Intergovernmental Capacity
- Assists with elected official rosters, profiles, and issues
- Helps build pro-active out reach for both congressional

*Assumes dedicated Admin Assistant and FCO support. With potential relocation, is it feasible to share these resources? If not, need one OCPI-dedicated Admin/FCO position-**top priority**.

Potential Related Needs in Other Offices

HR Position Management Assistant

- Serves as front end for all recruitment packages
- Tracks and follows up on all recruitment actions
- Serves as liaison with regional SME and HRSSC rep